PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research and Development Personnel **Date:** April 16, 1998

From: Carla L. Gregory

Subject: **Reformulation of Records Management Procedures Governing Retention of Identical Copies of Disposal-Suspended Documents-April 1, 1998**

Attached is a copy of a memorandum from William A. Brandt, Jr., in the Philip Morris New York Legal Department advising of change in records policy governing the retention of identical copies of disposal-suspended records. Please read the memo carefully, initiate the appropriate actions, and file this memorandum in your Philip Morris USA Records Management manual behind Appendix A with previous suspension notices.

Also, enclosed is a revised copy of the gold colored *Reminder* card that was issued August 1997. The new *Reminder* card has been revised under the section headed "If You Receive IT" to incorporate the change in the records policy discussed in the previously mentioned memo from PM Legal. The *Reminder* card dated August 1997 should be replaced with the April 1998 card in your Philip Morris USA Records Management manual.

If you have questions about the notice or other records issues, please call me at X42879.

Attachments

DOC CODE: R0070

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